

JOB DESCRIPTION

Position: Civil Engineer

Summary: Responsible for reviewing and interpreting Civil Engineering projects for compliance. Performs project designs. Assist other Town Departments in projects and programs that require technical planning for new construction, renovation and improvement. Responsible for presentations to management regarding municipal engineering projects. Performs management of municipal engineering projects. Conducts appropriate engineering reports for review by Local, State or Federal Officials. Works closely with other engineers and architects in the design and specification phase of projects. Inspects projects in progress through completion, correcting any engineering issues.

Education: Bachelor's Degree in Civil Engineering.

Experience/Other Requirements: Must currently hold PE (Professional Engineer), or obtain within one year of employment which must be maintained. Two years of full-time professional engineering experience. Must have valid Driver's License. Must be a self-motivated, strong communicator both verbally and in writing. Must display sound judgment and tact in dealing with the public, other engineers, architects and fellow employees. Other jobs as assigned by Town Manager.

Knowledge: Knowledge of principles and practices of Civil Engineering.

Ability: Ability to design, construct, operate and maintain construction projects. Ability to establish and maintain effective working relationships with construction contractors, consulting engineers, architects and others. Ability to work effectively with minimal supervision. Must have the ability to perform inspection work including but not limited to walking over varying terrain, climbing ladders, lifting and carrying various survey and inspection equipment up to 50 pounds. Ability to move about the office and outdoor field locations and to bend, stoop, reach and climb. Ability to accurately document and maintain necessary records in writing and on electronic devices such as computers and tablets.

Reports to: Town Manager

Competitive or Appointed: Competitive